

APPENDIX B

REQUIRED KNOWLEDGE FOR INSPECTIONS

The Oath of Office

I, _____, having been appointed an Ensign in the United States Navy, do hereby accept such appointment and do solemnly swear that I will Support and Defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.

SONGS

Star Spangled Banner: by Francis Scott Key (1814)

O say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?
And the rocket's red glare, the bomb bursting in air,
Gave proof through the night that our flag was still there,
O say does that star spangled banner yet wave
O'er the land of the free and the home of the brave?

Anchors Aweigh: by Charles A. Zimmerman (1906), revised by MCPON John Hagen (1997)

Stand Navy out to sea,
Fight our Battle Cry;
We'll never change our course,
So vicious foes steer shy-y-y-y.
Roll out the TNT,
Anchors Aweigh.
Sail on to Victory
And sink their bones to Davy Jones, Hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign shores,
We sail at break of day-ay-ay-ay.
Through our last night ashore,
Drink to the foam,
Until we meet once more.
Here's wishing you a happy voyage home.

Blue of the Mighty Deep:
Gold of God's great sun.
Let these our colors be
Till all of time be done, done, done, done.
On seven seas we learn
Navy's stern call:
Faith, courage, service true,
With honor, over honor, over all.

The Marines' Hymn: Oldest official song in the United States Armed Forces. Unknown author circa mid-1800's.

From the Halls of Montezuma
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes,
You will find us always on the job
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

CHAIN OF COMMAND

(Appropriate title of the staff member being addressed),
the _____ person in my chain of command is the

1. Section Leader: _____
2. Class Chief Petty Officer and Class Drill Instructor: _____

3. Class Officer: _____
4. Officer Candidate School Lead Class Officer: _____
5. Deputy Director, Officer Candidate School: _____
6. Director, Officer Candidate School: _____
7. Executive Officer, Officer Training Command Newport: _____
8. Commanding Officer, Officer Training Command Newport: _____
9. Commander, Naval Service Training Command: _____
10. Commander, Naval Education and Training Command: _____
11. Chief of Naval Personnel: _____
12. Chief of Naval Operations: _____
13. Secretary of the Navy: _____
14. Secretary of Defense: _____
15. President of the United States: _____

CODE OF CONDUCT

(Appropriate title of the staff member being addressed), the _____ article of the code of conduct is

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

Ref: Executive Order 10631

GENERAL ORDERS OF A SENTRY





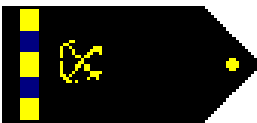


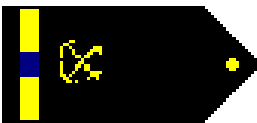




(Appropriate title of the staff member being addressed), the _____ general order of a sentry is to





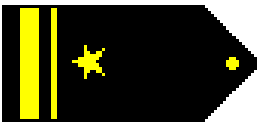

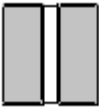
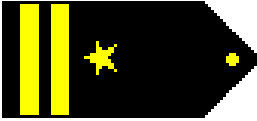


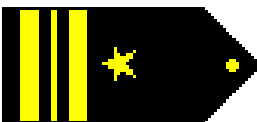


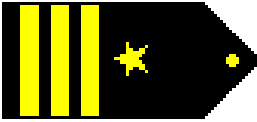

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the OOD in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

Ref: OPNAVINST 3120.32D


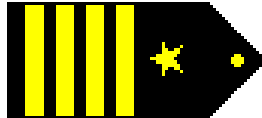


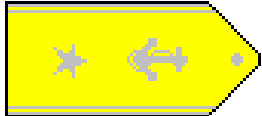


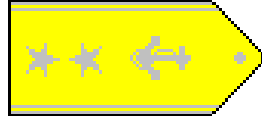


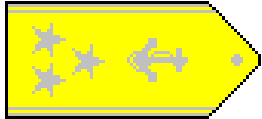


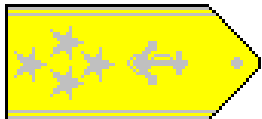

OFFICER RANK STRUCTURE


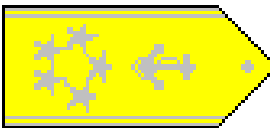

Navy Officer Rank Structure

Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-2	Chief Warrant Officer Two (CWO2)	 Gold Bar with three blue breaks	 One gold 1/2-inch stripe with three blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with three blue breaks below a specialty insignia
W-3	Chief Warrant Officer Three (CWO3)	 Silver Bar with two blue breaks	 One gold 1/2-inch stripe with two blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with two blue breaks below a specialty insignia
W-4	Chief Warrant Officer Four (CWO4)	 Silver Bar with three blue breaks	 One gold 1/2-inch stripe with one blue break outboard a specialty insignia	 One gold 1/2-inch stripe with one blue break below a specialty insignia
W-5	Chief Warrant Officer Five (CWO5)	 Silver Bar with one 1/8 th inch horizontal blue line	 Two thin gold stripes with one blue break outboard a specialty insignia	 Two thin gold stripes with one blue break below a specialty insignia








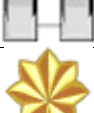







O-1	Ensign (ENS)	 One gold bar	 One gold 1/2-inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below a gold five pointed star
O-2	Lieutenant Junior Grade (LTJG)	 One silver bar	 One gold 1/2-inch stripe outboard one 1/4-inch gold stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one 1/4- inch stripe below a gold five pointed star
O-3	Lieutenant (LT)	 Two silver bars	 Two gold 1/2-inch stripes outboard a gold five pointed star	 Two gold 1/2-inch stripes below a gold five pointed star
O-4	Lieutenant Commander (LCDR)	 Gold oak leaf	 One gold 1/2-inch stripe outboard one gold 1/4-inch stripe outboard one gold 1/2- inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one gold 1/4-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-5	Commander (CDR)	 Silver oak leaf	 Three gold 1/2-inch stripes outboard a gold five pointed star	 Three gold 1/2-inch stripes below a gold five pointed star

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O-6	Captain (CAPT)	 Silver eagle	 Four gold 1/2-inch stripes outboard a gold five pointed star	 Four gold 1/2-inch stripes below a gold five pointed star
O-7	Rear Admiral Lower Half (RDML)	 One silver five pointed star	 Gold shoulder boards with one silver five pointed star outboard a silver fouled anchor	 One gold 2-inch stripe below a gold five pointed star
O-8	Rear Admiral (RADM)	 Two silver five pointed stars	 Gold shoulder boards with two silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-9	Vice Admiral (VADM)	 Three silver five pointed stars	 Gold shoulder boards with three silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below two gold 1/2-inch stripes below a gold five pointed star
O-10	Admiral (ADM)	 Four silver five pointed stars	 Gold shoulder boards with four silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below three gold 1/2-inch stripes below a gold five pointed star













O-11	Fleet Admiral (FADM)	 <p>Five silver five pointed stars</p>	 <p>Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below four gold 1/2-inch stripes below a gold five pointed star</p>
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Marine Corps Officer Rank Structure







Rank		Collar Device	
W-1	Warrant Officer (W1)		Single bar device with a red background and one gold break
W-2	Chief Warrant Officer Two (CWO2)		Single bar device with a red background and two gold breaks
W-3	Chief Warrant Officer Three (CWO3)		Single bar device with a red background and one silver break
W-4	Chief Warrant Officer Four (CWO4)		Single bar device with a red background and two silver breaks
W-5	Chief Warrant Officer (CWO5)		Single silver bar device with a thin red break in the center
O-1	Second Lieutenant (2ndLt)		One gold bar
O-2	First Lieutenant (1stLt)		One silver bar
O-3	Captain (Capt)		Two silver bars
O-4	Major (Maj)		Gold oak leaf
O-5	Lieutenant Colonel (LtCol)		Silver oak leaf
O-6	Colonel (Col)		Silver eagle
O-7	Brigadier General (BGen)		One silver five pointed star
O-8	Major General (MajGen)		Two silver five pointed stars
O-9	Lieutenant General (LtGen)		Three silver five pointed stars
O-10	General (Gen)		Four silver five pointed stars

ENLISTED RANK STRUCTURE

Navy Enlisted Rank Structure












Rank		Collar Device	Sleeve Insignia
E-1	Seaman Recruit (SR)	None	None
E-2	Seaman Apprentice (SA)	 Two diagonal bars	 Two diagonal stripes
E-3	Seaman (SN)	 Three diagonal bars	 Three diagonal stripes
E-4	Petty Officer Third Class (PO3)	 One eagle above one chevron	 One eagle above one chevron
E-5	Petty Officer Second Class (PO2)	 One eagle above two chevrons	 One eagle above two chevrons
E-6	Petty Officer First Class (PO1)	 One eagle over three chevrons	 One eagle above three chevrons
E-7	Chief Petty Officer (CPO)	 Gold fouled anchor with silver USN centered across the anchor	 One eagle above one rocker above three chevrons

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E-8	Senior Chief Petty Officer (SCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below one silver star</p>	 <p>One silver star above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer (MCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below two silver stars</p>	 <p>Two silver stars above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer of the Navy (MCPON)	 <p>Gold fouled anchor with silver USN centered across the anchor below three silver stars</p>	 <p>Three gold stars above one eagle above one rocker above three chevrons with a gold star specialty mark</p>

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Marine Corps Enlisted Rank Structure

Rank		Sleeve Insignia and Collar Devices	
E-1	Private	None	
E-2	Private First Class (PFC)		One stripe
E-3	Lance Corporal (LCpl)		One stripe over crossed rifles
E-4	Corporal (Cpl)		Two stripes over crossed rifles
E-5	Sergeant (Sgt)		Three stripes over crossed rifles
E-6	Staff Sergeant (SSgt)		Three stripes over crossed rifles over one rocker
E-7	Gunnery Sergeant (GySgt)		Three stripes over crossed rifles over two rockers
E-8	Master Sergeant (MSgt)		Three stripes over crossed rifles over three rockers
E-8	First Sergeant (1stSgt)		Three stripes over one diamond over three rockers
E-9	Master Gunnery Sergeant (MGySgt)		Three stripes over a bursting bomb over four rockers
E-9	Sergeant Major (SgtMaj)		Three stripes over one star over four rockers
E-9	Sergeant Major of the Marine Corps (SMMC)		Three stripes over the Marine Corps emblem centered between two five pointed stars over four rockers

BREAST INSIGNIA/SLEEVE DEVICES

Officer Breast Insignia

Naval Aviator Insignia: A gold embroidered or gold metal winged pin with a fouled anchor behind a shield in the center.



Naval Flight Officer Insignia: A gold embroidered or gold metal winged pin with a set of small, crossed, fouled anchors behind a shield in the center.



Surface Warfare Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship superimposed on two crossed swords, on a background of ocean swells.



Submarine Warfare Insignia: A gold embroidered or gold metal pin showing the bow view of a submarine proceeding on the surface with bow planes rigged for diving flanked by dolphins in horizontal position, their heads resting on the upper edge of the bow planes.



Special Warfare Insignia: A gold embroidered or gold metal pin with an eagle holding a trident and a handgun, in front of an anchor.



Naval Aviation Supply Insignia: A gold embroidered or gold metal winged pin with a supply corps oak leaf in the center.



Submarine Supply Insignia: A gold embroidered or gold metal pin with two dolphins facing a supply corps oak leaf in the center.



Surface Warfare Supply Insignia: A gold embroidered or gold metal pin with a supply corps oak leaf centered on the bow and superstructure of a modern naval warship superimposed on two crossed naval swords, on a background of ocean swells.



Diving Officer Insignia: A gold embroidered or gold metal pin with two upright sea horses facing a diving helmet, and two tridents projecting upward and canted outward from the diving helmet's cover. A double carrick bend superimposed on the breast plate.



Seabee Combat Warfare Specialist Insignia: A gold embroidered or gold metal pin with a bee on crossed sword and gun superimposed on an anchor on a background of leaves.



Special Operations Officer Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship on a background of ocean swells with an ordnance disposal bomb over crossed lightning rays on one side, and a diving helmet over two tridents on the other.



Information Dominance Insignia: A gold embroidered or gold metal pin of a globe superimposed on an anchor over a crossed sword and lightning bolt, on a background of ocean swells.



Professional Aviation Maintenance Officer: A gold embroidered or gold metal winged pin with a silver eagle perched on a shield in the center, over a gold AERO MAINTENANCE streamer.



Explosive Ordnance Disposal Officer: A gold embroidered or gold metal pin featuring:

A wreath to commemorate EOD personnel who have been killed in the line of duty.

A bomb, which represents EOD personnel's goal of making sure bombs do not go off.

Lightning bolts, which symbolize bombs' potential destructive power and EOD personnel's efforts to defeat explosive devices.









A shield, representing the EOD mission of protecting people and property from accidental explosions.



Fleet Marine Force Officer Insignia: A gold embroidered or gold, highly polished, metal device depicting the eagle, globe and anchor atop two crossed rifles on a background of ocean swells breaking on a sandy beach. The eagle continents and Rifles shall be highlighted with a highly polished silver finish.



Officer Sleeve, Shoulder Board and Collar Devices

	Sleeve and Shoulder Board Devices	Collar Devices
Line and Restricted Staff	 A gold embroidered five-pointed star.	 Rank insignia are worn on both collars
Supply Corps	 A gold embroidered sprig of three oak leaves and three acorns.	  A gold metal sprig of three oak leaves and three acorns worn on the left collar. Rank insignia is worn on the right collar.
Civil Engineer Corps	 Two gold embroidered sprigs of two oak leaves and a silver acorn in each sprig.	  A gold metal pin with two sprigs of two oak leaves and a silver acorn in each sprig worn on the left collar. Rank insignia is worn on the right collar.

MISSION OF THE NAVY

The mission of the Navy is to maintain, train, and equip combat-ready naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas.

WARFARE

Levels of War

Strategic level focuses on supporting national goals.

Operational level concerns forces collectively in theater.

Tactical level involves the details of individual engagements.

War at Sea

War at sea is the application of decisive offensive force to achieve control of the sea which is the first step in establishing our superiority in any region.

Littoral Warfare

Littoral warfare is warfare in that portion of the world's land masses, adjacent to the oceans within direct control of and vulnerable to the striking power of sea-based forces.

Naval Tactical Mission

Primary Warfare Areas

Strike Warfare (STW)– Any combination of naval forces that intends to inflict damage on or destroy the target objective.

Amphibious Warfare – Establishing a landing force on a hostile shore.

Mine Warfare (MIW) – The use of mines and mine countermeasures to control or deny the use of sea or harbor areas through the laying of minefields and countering enemy mine warfare through the destruction or neutralization of hostile minefields.

Air Warfare (AW) – Those actions required to destroy or reduce the enemy air and missile threat to an acceptable level.

Undersea Warfare (USW) – Those actions taken to deny the enemy effective use of his submarines and the undersea environment.

Surface Warfare (SUW) – Deny the enemy effective use of his surface warships and merchant capability.

Supporting Warfare Areas

Special Warfare – Non-conventional operations in the coastal, riverine, and maritime environments. Naval special warfare emphasizes small, flexible, mobile units operating under, on, and from the sea.

Intelligence – Assessment and management of information obtained via surveillance, reconnaissance and other means to produce timely information of potential enemies and threats.

Electronic Warfare (EW) – Ensure the effective use of the electromagnetic spectrum to friendly forces while denying its use to the enemy.

Logistics - Re-supply of combat consumables to combat forces within a theater of operations.

PHONETIC ALPHABET

Letter		Pronunciation	Letter		Pronunciation
A	Alpha	AL fah	N	November	no VEM ber
B	Bravo	BRAH voh	O	Oscar	OSS cah
C	Charlie	CHAR lee	P	Papa	pah PAH
D	Delta	DELL tah	Q	Quebe	kay BECK
E	Echo	ECK oh	R	Romeo	ROW me oh
F	Foxtrot	FOKS trot	S	Sierra	see AIR rah
G	Golf	GOLF	T	Tango	TANG go
H	Hotel	hoh TELL	U	Unifor	YOU nee form
I	India	IN dee ah	V	Victor	VIK tah
J	Juliet	JEW lee et	W	Whiskey	WISS key
K	Kilo	KEY loh	X	X-Ray	ECKS ray
L	Lima	LEE mah	Y	Yankee	YANG key
M	Mike	MIKE	Z	Zulu	ZOO loo

FIFTEEN LEADERSHIP TRAITS

Remember these by this mnemonic aid: JJ DID TIE BUCKLE H.

1. Judgment: The ability to weigh facts and possible solutions on which to base sound decisions.
2. Justice: Giving reward and punishment according to merits of the case in question; the ability to administer a system of rewards and punishments impartially and consistently.
3. Decisiveness: Ability to make decisions promptly and to announce them in clear, forceful manner.
4. Initiative: Taking action in the absence of orders.
5. Dependability: The certainty of proper performance of duty.
6. Tact: The ability to deal with others without creating offense.
7. Integrity: Uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty.
8. Endurance: The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship.
9. Bearing: Creating a favorable impression in carriage, appearance and personal conduct at all times.
10. Unselfishness: Avoidance of providing for one's own comfort and personal advancement at the expense of others.
11. Courage: The mental quality that recognizes fear of danger or criticism, but enables a person to proceed in the face of it with calmness and firmness.
12. Knowledge: Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Sailors.
13. Loyalty: The quality of faithfulness to country, the Navy, the unit, to one's seniors, subordinates and peers.
14. Enthusiasm: The display of sincere interest and exuberance in the performance of duty.
15. Honor: To regard or treat with honor, esteem, or respect; to revere; to treat with deference and submission.